

Retention and Classification Report

Agency: Murray (Utah). Police Department (680)

5025 South State Street, Suite 206
P.O. Box 57520
Murray, UT 84107-0520
801-264-2673

Records Officer Sherri Trujillo

25272 Police case reports

AGENCY: Murray (Utah). Police Department

SERIES: 25272

3

TITLE: Police case reports

DATES: 1966-

ARRANGEMENT: Chronological by year

DESCRIPTION:

Police case reports including written reports of first contact, who, what, where, when, supplemental and investigative reports. May contain audio and video tapes. These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 7.

AUTHORIZED: 12/18/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Historical Legal

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(continued)

PRIMARY CLASSIFICATION:

Protected